

# OGC Has Reviewed

21 April 1954

## MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on proposed Notice No. [REDACTED], "Reduction of Excess Annual Leave Accumulations"

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1. At 1100 hours on 16 April 1954 a meeting was held by Colonel White in Room 226, Administration Building, attended by representatives of each Agency Office which had coordinated on subject Notice. The purpose of the meeting was to attempt to resolve the comments submitted by those Offices which did not concur in the draft as submitted. In attendance were the following: DD/P - [REDACTED], DD/I - [REDACTED] AD/P - G. E. Meloon, OTR - [REDACTED]

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2. The following general principles for the reduction of excess leave accruals as prescribed by Public Law 102 were agreeable to all in attendance:

a. Ten years is a reasonable period for the elimination of all excess leave accruals over the maximum established by law.

b. A policy for a realistic mandatory reduction of all annual leave accumulations in excess of 60 days should be immediately initiated.

c. Reduction of excess leave accruals by a percentage method (preferably 10% of excess accumulation each year) is a better method than a fixed number of days each year. A percentage method will cause a lesser and more even use each year, whereas a fixed number of days each year will cause a great amount of leave to be taken the first year with a progressively lesser amount required each subsequent year as a greater number of individuals will reach their maximum accrual.

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d. Exceptions for individual employees may be authorized where the conditions of service or justifiable personal reasons warrant deferring the reduction of excess leave accruals to a subsequent year. In each case where it is anticipated that a reduction of an excess leave accrual cannot or should not be accomplished as required by Agency policy, the supervisor shall submit an exception to the AD/P for approval with a fixed alternate plan for the manner in which the reduction of the excess accrual will be accomplished at a later date.

3. Since it is expected that a proposed Bill pending in the current session of Congress will increase the maximum accrual of annual leave to 60 days, or, if not passed, similar Congressional action could be expected in the near future, there was considerable concern over the wisdom of a current Agency policy for reduction of leave accruals to 30 days. In view of the varied expressions of opinion as to the need for a policy for immediately planning the reduction of excess leave accrual over 30 days (maximum established by Public Law 102) but not more than 60 days, a poll was taken to make a matter of record the recommendations of the Offices represented. The question asked was, "What is your recommendation relative to an Agency policy for reducing the excess leave accruals for employees having accumulated leave between 30 and 60 days?"

OGC                     Believes the present law requires positive action to reduce all leave balances in excess of 30 days, but provision can be made for individual exceptions.

OTR, DD/I, AD/P     Recommend deferring any policy until after the current session of Congress.

AD/CO, Comptroller     Recommend a positive policy on a percentage reduction basis effective immediately, but with note encouraging employees to defer taking leave until after Congress adjourns.

DD/P, IG             Strongly urge deferring a policy on reduction of leave in the 30-60 day category of accumulated leave to some subsequent date because of belief that Congress will at some time raise the limit of leave accrual and the serious effect on Agency workload at this time.

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